

Welcome to the Children's Ministry of Calvary Church! We are seeing the fruit of viewing our children's ministry as a church geared to children and not a babysitting or childcare service. We are committed to provide a time for each age group to learn about the love of God and His plan for their lives at a level appropriate to their age. It is with a heart for the Lord and His children that we diligently serve Him and the parents whom have entrusted their precious children into our care.

Obviously, this would not be possible without a dedicated group of *Ministry Team Partners* who are committed to the children they minister to. The following pages are put together to guide and assist each *MTP* in their ministry to children. It is important that we pray for and encourage each other as well as collectively follow these same guidelines.

Serving Him together,

*Nancy*

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**We are:**

- **Value Driven:** Building character and faith in the lives of kids.
- **Family Centered:** Parents are encouraged to get involved and interact with kids as Ministry Partners at church and in the lives of their kids at home.
- **Kid Focused:** Learning is fun, relevant and age-appropriate.

**The environment:**

- Ministry Partners with a hearts desire to teach and show God's love to children
- Procedures that provide a safe and secure place for children.
- Teaching and Worship that is age-appropriate and Bible-based.

**The Target:**

- For each child to put their faith in God – Grow in their walk with God – Trust God in every situation.
- For each child to make wise decisions based on the truth of God's Word.
- For each child to demonstrate God's love to others around them.

**MINISTRY TEAM PARTNERS**

As a MTP in the Children's Ministry, you have been entrusted with the most prized possession our parents have: their children. We want to make sure that all our parents feel comfortable and confident leaving their children with us. To ensure that we are ministering on a top-notch level, we require all MTP's to meet the following requirements.

**DRESS CODE**

In dealing with children, we always want to dress comfortable and casual without compromising our standards. We do not want to be a stumbling block for another.

**Keep** in mind that you will be reaching, bending, sitting on the floor and playing games while ministering to children. Please wear clothing that is not too short, tight, low cut or restricting.

\*\*We ask that each MTP purchase a Calvary Church Navy polo shirt for \$10. These should be worn any time you are representing the Children's Ministry. This helps identify you as belonging in the classroom and someone the parents know they can trust.

## **HOSPITALITY**

**The Bible** declares that to receive one little child in Jesus' name is to receive Jesus Himself. (Matthew 18:5). Each and every child and parent are special in His sight. He has their very hairs numbered. For that reason, we want to always carry an attitude of hospitality and a countenance that reflects the fruit of the Spirit.

**Always** make every effort to greet each family with a smile and a warm welcome. Be sensitive to the fact that for many newcomers, this will be their first impression of Christ. Having music playing in the room or an ongoing activity makes for a very inviting atmosphere when the child comes into the room.

**Always** be attentive to a parent and child walking to the classroom. Please refrain from engaging in conversation with other ministry partners instead of welcoming someone to the class. This particular time in the day has been set aside 100% to the Lord and His ministry.

## **CONDUCT**

**We** always strive to live our lives above reproach. We never want to find ourselves in a questionable position. For this reason, the children's ministry has established several guidelines to which all ministry partners are asked to adhere:

- Never lay a hand on a child during discipline.
- Never change a diaper if you are a man.
- Never enter the restroom with a child if you are a man.
- Always encourage 'side hugs' as opposed to full frontal hugs with a child.
- Never find yourself alone in a room with a child
- Never cover the window of your door. It will appear that you are hiding something.
- Never allow a child to sit on your lap if you are a man.
- Never use any language that would be considered questionable.
- Never show a movie that is not in the Resource Cart without obtaining prior approval from the children's ministry staff.
- Always keep your reputation as a Christian in the forefront of your mind. Remember that we represent Christ.

## **GENERAL SECURITY**

**One** of the goals in the KidZone is to provide a safe, secure and loving environment for the children. In an effort to accomplish this we have to have several security measures in place to protect you, the children, their parents and the church.

**During** services, the children are not allowed to wander around the campus. If you see a child who is ‘ditching’ class, please approach them or contact a coordinator or staff member. We will take the child to their appropriate class or to the sanctuary and contact the parent.

**If** you see an adult just wandering around the children’s ministry buildings, please approach them or notify a staff member. We will ask them if we can help them. Otherwise, for security purposes, we do not permit people to wander around the children’s classes. All teachers and ministry partners that belong in the children’s ministry buildings will be identified by a nametag. A visitor name badge will identify any other adult or teen that has secured permission to visit or help in a room. Anyone not properly identified (friend, family member, etc.) should never be allowed into a room where ministry is taking place or while children occupy the room.

## **GENERAL SIGN-IN/OUT PROCEDURES**

- Be ready to receive children into the classroom 45 minutes before the service begins
- Always personally greet each child and parent. This is very important. A first impression is usually the one that most people remember.
- If the child is new to the children’s ministry and is having a hard time, the parent may elect to stay with the child in the room. We always have an open door policy with the parents. Be sure a visitor badge is given to them to wear. All other efforts to get the child to stay without the parent must be exhausted before we suggest that the parent stay in the room. Parents have come to church to be fed and our goal should be that we help them do that first.
- If a family is new to the children’s ministry and siblings do not want to be separated, we take the following steps:
  1. Try your best to encourage them to go in their own class. They would have much more fun!
  2. Explain how schools have rules about classrooms so that children can learn at their own age level and so do we. Mom and Dad will be in their class and return promptly after service.
  3. If they still persist, allow them to stay together for the first or second week *only*. *Always* place the older child with the younger so he/she can be a helper.

First time children should be introduced quickly to another child. All children should be quickly engaged in an ongoing activity as soon as they are signed in to class.

## **SICK CHILD POLICY**

Although we are pleased that parents do not wish to miss church, we ask that they stay home and care for their sick child. Always use a lot of tact when addressing the parent of a sick child. The Children's Ministry Director or staff is available to assist you in addressing this issue. Explain our heart of seeing the child getting better in a quieter environment and keeping the rooms as germ-free as possible. Signs of sickness may include: rash, colored discharge from the nose or eyes, coughing, fever, and/or congestion.

Some of these symptoms may also be characteristics of teething as well; therefore, again, always use tact and discretion.

## **SUSPECTED CHILD ABUSE**

### **Report the situation *directly* to the Children's Ministry Director**

If you or any other ministry partner suspects child abuse that is the only step you need to take. We view this issue very seriously and will take over from there. Never take matters into your own hands and never discuss your suspicions with anyone other than the D. of C.M. It may not be a founded suspicion; therefore, we must keep things as confidential as possible in dealing with this problem. Remember to pray for the child and family. God cares very much for these little ones and so do we.

## **LEADING A CHILD TO CHRIST**

One of the reasons we exist as a children's ministry is to see kids come to know Jesus Christ in a personal way. It is a great privilege to see this happen. If the Lord opens the door for you to share the Gospel with a child, there are a few guidelines to follow:

- God is the One Who ultimately saves. We are just His mouthpiece to share the words.
- Keep it simple! The Gospel is easy enough for a child to understand. Don't complicate it. Use simple language and ideas. Use illustrations that kids can relate to, and let God's Word speak for itself.
- Don't 'make' any child accept Christ. Simply present the opportunity and leave the rest up to God.
- When children receive Christ, congratulate them and reiterate that they have become a part of God's family. Obtain a new believers packet from the resource cart and go through it with the child. Be sure to obtain the child's name, address and phone number so this decision can be followed up by the children's ministry staff.

## **RESOURCE MATERIALS**

We strive to maintain a well stocked resource cart for each department. If you use the last of an item or leave the supply low, please make a note and let Nancy or Jamie know that a purchase needs to be made.

## **HOLIDAYS**

As much as we all enjoy the holidays, there are some general guidelines for not mixing too much of the world in with our main objective which is, to teach Jesus.

- In celebrating a holiday, always seek to bring Christ into it.
- Never send home candy or a gift with the children to celebrate the holiday unless it has been approved beforehand by the C.M. Staff
- Never promote or celebrate Halloween in your classroom. We will provide you with an alternative if it falls on a service date.
- Always emphasize Jesus during Christmas and Easter. Santa and the Easter bunny don't deserve any more publicity than they already get. Since Christmas and Easter are a sensitive issue with many families (many celebrate Santa and the Easter bunny along with spiritual truth), we want to be careful that we do not overstep our boundaries with what is happening at home. Please encourage children in the class to be respectful of their classmates.

## **SUBSTITUTES**

**From** time to time, due to sickness or vacation, you will have the need to find a replacement to fill in for you in ministry. These are the steps you need to take:

- Look on your ministry partner phone list (google doc) and find someone to switch weeks with. This should be someone that serves in the same area of ministry that you serve in. Please note that we do not allow anyone to serve in the children's ministry unless they have filled out a profile, been interviewed and been issued a background check.
- Once you have found someone to switch with, contact Jamie or Nancy through email and/or phone and let them know who you switched with so we know who to expect on that service day and time.
- Be sure you don't get someone to cover for you and also do their own service date. We want to be careful not to burden anyone.

## **SAFETY PROCEDURES**

As previously mentioned, we have been entrusted with the parent's most prized possession, their child! The Children's Ministry wants to always practice "safety first". For this reason, please take note of the following guidelines:

- Hot beverages, such as coffee, tea, etc. are never permitted anywhere in the Children's Ministry classes. We don't ever want to be responsible for a child being burned.
- Never leave children unattended by an adult...not even for a second!
- Make yourself aware of any potential problems before class begins, such as, broken tables, chairs, etc. With borrowed facilities, there could be things that may cause danger to children. Let's be on guard for such potential hazards.
- Take at least three head counts during your service time. The number of heads should match the number of children signed in your class on the roster. One of these counts should be a roll call. This will help you identify children with their faces and help you to minister to them more effectively.
- Never take your class outside the building without first obtaining permission from the C.M. Director.
- Keep an eye out for suspicious persons who might be wandering around the C.M. buildings. Report anything questionable to the C.M. Staff.

## **EMERGENCY PROCEDURES**

In case of a ***life or death*** emergency, always call 911. The following would be considered life or death emergencies:

- Loss of consciousness
- No breathing
- Excessive or uncontrolled bleeding
- Choking that causes loss of consciousness

***Never move or leave a child!*** Have one MTP stay with the child until help arrives.

In case of a ***non life threatening*** situation, take the following steps:

- Pray while you assess the extent of the problem. One MTP must stay with the child while someone is sent to get a C.M. Staff person.
- Always stay calm and never move an injured child. You could cause further damage.
- Pray with the child and reassure him that everything is being done to help him.
- For minor cuts and scrapes, first aid kits are located on each resource cart in each department. If you are not teaching in an area where a resource cart is readily available, please be sure to take a supply of first aid needs (wipes, tissues, band aids, instant ice and ouch reports) with you to class. Please wear gloves when working with any bodily fluids. We may only administer water, ice, band aids and lots of love. If further treatment is needed, a parent must be notified and administer other medication.

- **You must fill out an ouch report for all incidents, even if it is your child or you consider it to be minor.** Ouch reports are located on each resource cart with the first aid kit. The adult who witnessed the incident is to be the one who fills out the report and signs it. The duplicate copy is handed to the parent **personally and in private** when the child is picked up. The original top copy is given to the C.M. Director to keep on file.
- Never, under any circumstance, administer medicine or pills of any form to children...*not even vitamins.*

**In case of fire, please follow these guidelines:**

- Calmly and quickly line up the children. If you are in the infant or toddler classes, pick up as many babies as you can and place them in strollers and wheeled cribs. The leadership in the church know to respond immediately to these rooms to assist you.
- Be sure to bring your class roster and cell phone with you.
- Head for the closest exit as marked on the exit route sign in your classroom by the door.
- In an attitude of prayer, keep the children calm until you are notified and cleared to re-enter the building. Sing a song or tell a story to keep the children at ease.

**In case of a power-outage. Please follow these procedures:**

- Pray and stay calm
- Since we are renting from a school, there are plenty of windows for light and backup generators to bring up minimal power.
- Let a C.M. Staff person know the power is out, if it seems to only be out in your area.
- Do not remove children from the room unless you are instructed to do so by the C.M. Staff.
- Keep kids busy with songs or stories until you receive further instructions from the C.M. Staff.

## **HANDBOOK FOR NURSERY MINISTRY TEAM PARTNERS**

**Our** nursery is designed to care for babies who are 0 – 24 months. The babies are broken down into three groups:

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|-------------------|-------------|------------------------|
| 1. Infant Nursery | 0-6 months  | Infants/nursing babies |
| 2. Nursery 1      | 6-12 months | Crawlers               |

Crawling babies should be kept in the fenced in play yard when not in a swing, high chair, pack-n-play, exersaucer, car seat or being held. Never leave a child on the floor unsupervised.

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|--------------|--------------|---------|
| 3. Nursery 2 | 13-24 months | Walkers |
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### **GENERAL NURSERY GUIDELINES**

We take great care in making this a safe and comfortable place where parents feel confident leaving their babies. For this reason, please take note of the following guidelines:

- Set-Up – You should plan to arrive by 9:00 am on Sunday morning to assist in setting up the nursery. The equipment will be placed in the room and it is up to the nursery team to have the rooms ready to receive babies 45 minutes before service begins. After service, the equipment needs to be cleaned, torn down and placed in the center of the room or along a wall.
- Get together and pray before the first baby arrives. Ask for unity in strength and patience. Care for these babies as unto the Lord.
- Decide ahead of time who will care for each responsibility:
  - ✓ Writing babies names/needs on the board-please erase after service
  - ✓ Receiving babies being signed in and handing them over to an adult who will engage them in an activity.
  - ✓ Adults supervising play-either in the play yard, in an exersaucer or swing.
- Someone should always be at the sign-in table ready to receive babies and parents. Never find yourself sitting and talking with other nursery team partners and ignoring babies or parents waiting at the door.
- Greet parents and babies with a warm, loving attitude and smile. Make sure parents fill in every column on the sign-in sheet (even if they are regular attendees). Prompt parents to leave any helpful information to best care for their child on the instruction part of the sheet.
- Always refer to the parent information sheet before giving a baby anything to eat or drink. Just because it comes in their bag, does not mean they are to have it while under you're care. Sometimes parents have the bag packed for things they will be doing the rest of the day. If in question...DON'T.
- If there is no asset tag: Label all diaper bags, infant seats and any other items that come in with the child. These items should be labeled with the child's name and sign-in number on masking tape and placed where all MTP's can see them.
- When babies are signed in, hand off the baby promptly and return to the sign-in table.

- Don't be rushed by parents at the sign-in table. The safety precautions we have are for the protection of their child. Parents can be reminded that they may want to arrive early so they are not late for service.
- If a baby has cried continually for at least 15 minutes, contact the C.M. Director to have the parent paged from service. When the parent arrives to the nursery, they may come in with a visitors badge and sit with their child or they may choose to remove the child from the nursery. Be sure they sign out the child and remove the name labels.

Strollers are not permitted into the nursery room.

### **NURSERY CHECK-OUT PROCEDURES**

- 30 minutes prior to service ending, make a check of all babies that have not been fed or changed to see that everyone has had special attention. Return all bottles, cups, pacifiers, etc. to the diaper bags.
- When the first parent arrives, be ready at the sign-out table.
- Be sure you have a positive attitude concerning the babies, especially around the parents! Never, in any way, complain about the baby. Always make every effort to speak to a parent in private, away from other parents, if there is an area of concern. It is not our job to advise parents on raising their children. We need to make every effort to keep our opinions on discipline, sleep health, nutrition, etc. to ourselves...even if we are asked.
- If a parent asks if their baby has cried, make a positive comment first, and then tell the truth without unnecessary embellishment.
- Do not give the baby to anyone without checking to be sure the name tag numbers match up. Please, do not make any exceptions to this rule – even if it is a friend or family member. Others in line are watching and we want to be sure the process is consistent.
- Don't let parents rush or distract you. This is not a social time. If you need to talk to a parent or friend, ask them to meet you after the nursery is torn down or make arrangements to call them later.
- Encourage parents to pick up their child and belongings and move immediately away from the table.
- Make sure all noses and faces are wiped; shoes, hats and jackets are on before the child is handed off to the parent. We want to return them to their parents just as 'clean and cute' as when they arrived.
- Remember to be patient with parents who arrive late to pick up their child. Perhaps they have gone forward for prayer or to receive Christ. We also have many parents who may be ministering in another area of the church during that service.
- Never allow your children, spouses or friends into the nursery to help with set-up or tear-down while babies are checked into the nursery.

## **CLEANING PROCEDURE**

**It** is our desire to keep the nursery as clean and germ free as possible for each service. We use Clorox wipes for cleaning all nursery surfaces, equipment and toys. It is recommended that MTP's wear gloves when using this cleaning agent. It will leave a strong odor on your hands and some may be allergic.

**Our** policy for cleaning is as follows:

- All nursery equipment should be wiped down with Clorox wipes before each service. Our equipment is kept in storage between services and has a tendency to get dusty.
- Once a child has used a toy and released it (if the toy has been put to the mouth), the toy is to be removed from the play area until it can be wiped down with a Clorox wipe.
- Once a child is removed from a piece of nursery equipment (high chair, exersaucer, swing, etc.) the surface should be wiped down with a Clorox wipe before another child is placed in it. A new sheet should always be put on crib, even if a child was laid down briefly.
- All MTP's should plan to be a part of the cleaning and tear down process. If you have children to pick up from other classes, please be sure to make arrangements with a spouse or friend to care for your child until the room is back in order and equipment is ready to be packed up.

## **BASIC BABY CARE**

- Always wear gloves when changing diapers. Clean your hands with antibacterial waterless cleanser and wipe down the changing pad with an antibacterial wipes between diaper changes.
- Always change babies as needed. Thirty minutes before service is due to let out, *ALL* babies should be checked for soiled diapers. We want to be very careful not to send babies home with very wet or dirty diapers.
- Never leave a baby unattended on the changing table. Be sure to bring the whole diaper bag with you to the changing area in case you need more than a diaper.
- Remember...we give no medication of any kind to a child!
- No snacks in the nursery. Even cheerios can choke a child who is not swallowing well. Babies may only eat what is in their own diaper bag. No sharing! Post a allergy alert sign in Nursery 2 announcing to parents that we provide cheerios, if needed.
- Always refer to the parent information sheet before giving a baby a bottle, cup or snack. Just because it is in the bag does not mean it is meant for the child during service. We want to respect schedules that parents have their children on. When in doubt...DON'T!
- Never prop a bottle for a baby. Babies that can hold their own bottle are fine, however, check them frequently.
- Do not leave crying babies in the crib.

